

October 1945

DESCRIPTION OF DUTIES

LORENE DENARD.....GRAPHIC CLERK.....JOINT INTELLIGENCE STUDY PUBLISHING BOARD

The Graphic Clerk has complete charge of all files of maps, photographs, line-cuts, engravers' proofs and negatives in the Graphic Section of the Joint Intelligence Study Publishing Board. An analysis of her duties follows:

JCS Declassification/Release Instructions on File

DUTIES (Listed in order of importance)	DIVISION OF TIME (By per cent)
1. Keying Line Cuts	15
2. Filing of Maps and Line Cuts	5
3. Return Artwork	10
4. Negatives	10
(1) Getting Ready for Filing	
(2) Filing	
5. Detailed Book Work	10
6. Setting up of the various JANIS Files	10
7. Checking in proofs	10
8. Filing proofs	5
9. Assisting the Chief of Map Procurement with A.M.S. (Army Map Service) Maps	5
(1) Catalogue, (2) Filing.	
10. Chapter completion check up	5
11. Filing of JANIS'	5
12. Storing of Material not Returned	5
13. Taking care of Graphic Section Burn-	5
Analysis of preceding list of duties.	

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1. Keying Line Cuts.

Key numbers are placed on all incoming graphic line cuts; key numbers are placed on the caption lists at the left of the line cut titles; the key numbers are entered in the log book under "Chapter Reports"; the key numbers are checked in the log book under "Keying" with the marking of the proper title and the writing of the title of the figure or making other notations under the Remarks Column. The JANIS number is put on back of each figure with the confidential JANIS stamp and the chapter number is marked on each figure. Three copies of each figure (in most cases) come in, in which case one copy is handed in to the "Editorial Section" after it has been keyed and the remaining two copies kept for Graphic Section File.

2. Filing of Maps and Line Cuts.

First the maps and line cuts are sorted determining to which cabinet they will be assigned for filing. The larger cuts are filed in the large map case while the smaller ones are placed in a smaller cabinet. In order to best keep track of each piece of material filed and so that the Chapter editors will know where to find the figures pertaining to their chapters, I have inserted a section entitled "File Check" in the Log Book where the Cabinet File No. and

Specific drawer in which each figure is to be filed is given. In order to facilitate the use of the file I have made Chapter Envelopes for the large line cuts using them in the map cases for the separation of the various chapters.

3. Return Artwork.

When the originals are to be returned to the contributors they are removed from the file and sorted, determining which address each figure will receive. To avoid later problems of determining specific location of each piece of material after leaving the file in case of questions that might arise pertaining to any of these figures, I have set up a Return Artwork book. In this book a record is kept of each figure being returned, the key number given, the date in which it is returned and to whom sent. A general check of this material is also made in a Classified Register whereby the date of sending is recorded, to whom sent is given, the type of material given, and number of cuts listed. Then the material is wrapped, marked confidential, wrapped again and addressed for the courier.

4. Negatives.

The packages are opened, and the negatives checked against the receipts. Then all the tape and paper are removed, after which they are sorted for filing. They are then filed in the cabinet assigned for that particular JANIS negatives.

5. Detailed Book Work.

Book work is mentioned under "Keying Line Cuts", "Filing of Maps and Line Cuts", and "Return Artwork", as (1) enters the key numbers in the log book under Chapter Reports, and checks the key numbers in the log book under "Keying" with the marking of its proper title, and writes the title of the figure or makes other notations under the Remarks Column. (2) I have inserted a section entitled "File Check" in the Log Book where the Cabinet File Number and Specific drawer in which each figure is to be filed is given. (3) I have set up a Return Artwork book. In this book a record is kept of each figure being returned, the key number given, the date in which it is returned and to whom sent. A General Check of whom sent. A General Check of this material is also made in a Classified Register whereby the date of sending is recorded, to whom sent is given, the type of material given and the number of Cuts listed. I also keep a record of the progression of Caption Lists, when the originals are received, number of copies received, date of receipt of these, date copy goes back to Editorial Section, and the date final copies are received.

6. Setting Up of the Various JANIS Files.

Sometimes during the latter part of each month materials in the files are changed and rearranged in order to make room for the incoming JANIS. Old materials are taken out and originals of these returned to contributors as stated in a previous paragraph. Other material is discarded or stored. The new file (file for new JANIS) is checked. The phases checked are file separation sheets, numbering of File Separation Sheets, folders for lists of captions, folders for engravers proofs. New folders and separation sheets are inserted where needed. The envelopes for the larger cuts are checked and new ones made when necessary. Sometimes the JANIS numbers have to be changed on certain File Folders, Separation Sheets, and the Chapter envelopes. I also get the Log Book set up for the incoming JANIS with the entering and indexing of the following sections: (a) Captions, (b) Chapter Reports, (c) OSS Maps, (d) Plans, (e) Bases and Overlays, (f) New Numbers, (g) BGN List, (h) File Check and (i) Irregular Keying.

7. Checking in Proofs.

~~Some~~ reproduced cuts of each original, with the original, are received from the engravers. Sometimes numerous cuts are reproduced on one sheet. In this case the

separate figures are cut apart after which they are matched with the originals. When more than one chapter is sent in they are sorted by Chapters for checking and filing. The key number is written on the face of each engraver's proof-right hand corner - with crayon. Each cut received is checked against receipt list and any discrepancies reported. They are then checked in the Log Book under "Chapter Reports Section" giving date received, and under "Keying" section also with date received. If the final caption list has been received, I mark the figure numbers on the cuts at this time, but in case this Caption is not in I wait until the completion of the Chapter (until all figures for that particular chapter have been received from the engravers). The triplicate copies are stapled together before filing. The checked receipts are handed back to the production section.

8. Filing Proofs.

The proofs received from engravers are checked against the originals. Since the Photographic Editor makes out the orders for engravers, he helps me with this checking. In some cases a few of the cuts are sent back to engravers for remaking. The other figures are placed in the correct chapter folder and filed in the proper JANIS file.

9. Assisting the Chief of Map Procurement with A.M.S. (Army Map Service) Maps.

(1) Catalogue.

(2) Filing.

It has been assigned me to keep one of the A.M.S. Index Catalogues up to date. New sheets are constantly being inserted to replace old ones that are removed and destroyed. New sheets are also sent in to be inserted for the first time. All new material sent in is checked against the receipt and any discrepancies noted and reported. The receipts are signed, one kept for our reference and a copy transferred to the secretariat. I have rearranged the Catalogue, indexing it, etc., facilitating the use of it.

At various times I help with the filing of the A.M.S. maps.

10. Chapter Completion Check-Up.

When all of the figures or the last figures for the particular chapter or any chapter have been received from the engravers, the figures for the chapter are checked against the list of figures on the Caption list. Any cuts that have not been marked previously are now marked with figure numbers and one copy of each cut turned in to the production section for the Dummy Set-Up. The Chapter Editor gets one copy of engraver's proofs for his Chapter from our file when requested. The remaining engraver's proofs remain in our file.

11. Filing of JANIS.

Upon receipt of the completed JANIS', these are filed. These come in by Chapters causing the file work to be occasional and constant. This file is checked often to see that everything is in place and nothing missing.

12. Storing of material not Returned.

Once a month, usually the latter part of the month, when a general survey is made of the file, the old photos are taken out of the file. These are sorted by Chapters and packed in a large box, box labeled, and then stored in the basement. These are kept in storage until we have a request for these from contributors. The old log books and caption lists are also placed in a file in the basement.

13. Taking Care of Graphic Section Turn.

When the old material is removed from the file, any engraver's proofs remaining

are to be destroyed. Some extra printed copies of other old material and transparencies also go into the pile for destroying. All these are cut into small pieces put into paper bags, sealed and marked "Burn". I take care of any of the other burn material of Graphic Section handed to me.

Respectfully submitted,

Lorene Denard